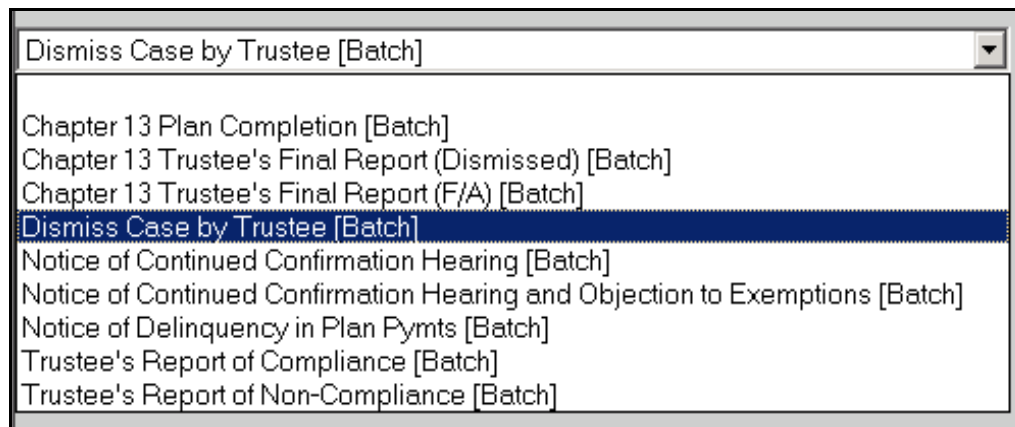


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This procedure describes how to file a PDF imaged document in multiple cases in one transaction. The purpose of this event is to:

- ◆ Provide a quick method for docketing non-fee events;
- ◆ Docket an event that does not require any linkage or association to prior docket entries;
- ◆ Docket an event that does not require any editing of docket text;
- ◆ Docket an event which requires very limited review by the clerk's office; and
- ◆ Docket a voluminous event which is the same for all cases.

This event is primarily designed for trustees because they file voluminous standard text documents.



The same basic steps will be followed for most types of Batch Filing events even though some require unique information to be provided by the filer.

STEP 1 Click **Bankruptcy** from the main menu.

- ◆ Click **Batch Filing**.

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STEP 2 The **Case Number(s)** screen will display.

- ◆ Enter the complete case number(s). Use the enter key after entering each case number, do not use a comma to separate the cases. Click **Next**.

STEP 3 The **File a Court document** screen will display.

- ◆ Verify the case number(s) and debtor name of each case.

NOTE - If any case number is incorrect, use the browser's back button to return to the prior screen.

- ◆ Each case listed is a hyperlink and clicking on any number will allow the user to enter the PACER Login to view more information such as the case docket.

STEP 4 Click on the arrow to display the document selection screen. Only one item may be selected. In our example, we will docket a **Motion to Dismiss Case filed by a trustee [Batch]**.

- ◆ Select this item and Click **Next**.

STEP 5 The PDF document selection screen will display. Repeat the following steps for each case.

- ◆ Click **Browse**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and attach it with the docket entry. Click **Next**.

04-11136-AJC Joe Icon	<input type="text"/>	Browse...
04-11134-RAM Joe Icon	<input type="text"/>	Browse...

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STEP 6 The **Dismissal** prompt will display. Select **Yes** or **No** then click **Next**.

File a Court document: [04-11136-AJC Joe Icon](#) [04-11134-RAM Joe Icon](#)

Is Your Motion to Dismiss Based on the Debtor Failing to Appear at the Meeting of Creditors?

☐ Yes
☒ No

Next Clear

STEP 7 The **Docket Text: Modify as Appropriate** screen will display. The event **Motion to Dismiss Case** by trustee is identified; however no entry in this text box is required. Click **Next**.

File a Court document: [04-11136-AJC Joe Icon](#) [04-11137-SHF Robert J. Summas](#)

Docket Text: Modify as Appropriate.

Trustee's Motion to Dismiss Case . (Shuler, Pam)

Next Clear

STEP 8 The **Docket Text: Final Text** screen will display. This is the screen which commits this transaction in each case. Use the browser's back button to return to prior screens if any correction is necessary.

- ◆ The hyperlink case numbers are listed again above the docket text to allow the filer to review the docket in pacer prior to completing the transaction. Click **Next**.

File a Court document: [04-11136-AJC Joe Icon](#) [04-11137-SHF Robert J. Summas](#)

Docket Text: Final Text

Trustee's Motion to Dismiss Case. (Shuler, Pam)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

Next Clear

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STEP 9 Notice of Electronic Filing (frequently referred to as the NEF). This is the verification that the document has been filed electronically.

One NEF is generated for all case numbers entered. The document number for this event will likely be different for each case.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

NOTE - The screen shot below is a partial example of the NEF included to illustrate how multiple cases appear on the NEF.

Notice of Electronic Filing

The following transaction was received from Shuler, Pam entered on 1/18/2005 at 11:18 AM EST and filed on 1/18/2005

Case Name: Joe Icon
Case Number: [04-11136-AJC](#)
Document Number: [20](#)

Case Name: Robert J. Summas
Case Number: [04-11137-SHF](#)
Document Number: [6](#)

Docket Text:
Trustee's Motion to Dismiss Case. (Shuler, Pam)